CDBG Policy Retreat
June 11 - 12, 2007
M I N U T E S

Present:
Jerry McNeely, Councilmember; Grand County – Southeastern Utah Association of Local Governments (SEUALG)
McKay Willis, Mayor; Laketown – Bear River Association of Governments (BRAG)
Jerry Hurst, Councilmember; Tooele County – Wasatch Front Regional Council (WFRC - Alternate Member)
Kathleen Cooper, Mayor; Myton City – Uintah Basin Association of Governments (UBAG - Alternate Member)
Constance Robinson, Mayor; Town of Paragonah – Five County Association of Governments (FCAOG)
Lewis Marchant, Mayor; Kamas City – Mountainland Association of Governments (MAG)

Excused:
Chesley Christensen, Mayor, Mt. Pleasant – Six County Association of Governments
Lynette Stephens, Councilmember, Morgan County – WFRC
Russ Cowan, Mayor, Roosevelt City - UBAG

AOG Staff:
Heidi DeMarco, Mountainland; Diane Lamoreaux, Five County; LaNiece Dustman, Wasatch Front; Cody Christensen, Uintah Basin; Debbie Hatt, Southeastern Utah; Cindy Hall, Bear River; Penny Fuellenbach, Six County

DCC Staff:
Gordon Walker, Keith Heaton, Glenna Matekel, Bruce Young, and Julie Tuimauga

1. **WELCOME/INTRODUCTIONS, Jerry McNeely:**   The retreat was hosted this year at the Red Cliffs Lodge in Moab by the Southeastern Utah Association of Local Governments. The policy committee had an opportunity to tour some of the projects in Moab City such as Star Hall and the Food Bank which received CDBG funding assistance; the tour was conducted on June 11.

    At approximately 9:15 am on June 12, Councilmember Jerry McNeely welcomed everyone to his hometown of Moab City; he led the meeting in the absence of Mayor Christensen who was excused.

    Councilmember McNeely requested a vote to accept the minutes of the meeting of February 27, 2007 as written.

    > **Motion: Mayor McKay Willis made a motion to accept the minutes as written. Mayor Lewis Marchant seconded the motion and the motion carried.**

2. **CDBG TRANING – RATING AND RANKING, Keith Heaton:** The policy committee and AOG staff were advised that the state was eliminating county-by-county set-asides. It is hoped that by removing set-asides, funding might be readily available for more significant projects.

Keith expressed the state's concerns on the necessity of projects that are often funded with CDBG dollars. He stressed that funding from the program is a competitive process, yet it is becoming more and more of an entitlement process because of practices such as the county-by-county set-asides. Funding for projects must be competitive to obtain the best product. If there is an inability to identify quality projects, then the message it carries is that there are no low-income persons of need in the state.

Some of the AOG staff pointed out that smaller towns/cities would lose out on funding if the process was competitive. They were advised that the rating and ranking committee could adjust the rating and ranking process to accommodate the needs of the smaller towns/cities. One of the policy members pointed out that her region uses CDBG dollars to leverage priorities such as housing which is a quality type of project.

3. PROJECTS OF REGIONAL SIGNIFICANCE; Diane Lamoreaux (FCAOG): The Five County AOG does not implement a county-by-county set-aside. The CDBG dollars the region receives leverage funding for significant regional projects. The rating and ranking policy body makes amendments to the policies to allow them to accommodate funding for about 4-5 quality projects a year.

The communities at all levels of government create partnerships when working on projects that benefit low-moderate income citizens. An example of this could be a senior citizen center which the town may donate property and the county would administer the program. The town, county, and region would examine a possible project to ensure that it is a good match for the needs of all jurisdictions and the result is always a quality product. The Five County rating and ranking policy body consists of a school board member, a mayor and a commissioner from each county.

4. WEBGRANTS – SINGLE APPLICATION; Julie Tuimauga: The division of Housing & Community Development implemented an on-line grants management system to track all funding contracted by the agency. A demonstration of how the system works gave the AOG staff a glimpse of the new tool. Webgrants is an interactive system which allows the grantee to fill out and submit the application on-line, receive the contract on-line, and submit request for funds on-line.

A complete training on the system is scheduled during the "How to Apply Workshops" in the fall. The division is hoping that all grantees will be ready to fully utilize the system by 2008.

5. 2008 CALENDAR; Julie Tuimauga: A draft of the 2008 calendar was distributed for everyone's input. The date for the pre-application and the consolidated plan draft changed to December 7, 2007. A consolidated plan meeting with Richard Walker was scheduled for June 21, 2007 at the division of Housing & Community Development's offices.

6. FEDERAL BUDGET UPDATE – PROGRAM STATUS; Glenna Matekel: The congressional budget presented for HUD is $4.1 billion. This is more than the President's budget. Senator Hatch wrote a letter in support of the budget by Congress.

7. AOG CONTRACT – SCOPE OF WORK; Bruce Young: As the state staff reviewed the scopes of work from the AOGs, they showed some vague language. This raised the concern of duplication of scopes of work with an AOG's contracts.

Bruce created a scope of work template to help specify each contract's scope of work and provide clarity to what each funding would be paying**.** The state noted there were some differences in services from region to region but the commonalities should all be uniform. The AOG staff was asked

to take the template provided and customize it to their needs and submit new scopes of work for this year's contracts.

8. REFINE THE PROGRAM; Keith Heaton: In hoping to improve the state's small cities and towns CDBG program and the services it provides, Keith spoke to the policy committee about the importance of forward-thinking and being pro-active. He asked the committee to consider a state-wide set-aside to fund a pilot project to address specific state-wide concerns. The requests for this funding if it came to fruition would be made by local entities. The regions could identify projects of significance and compile them into a list for the policy committee to consider.

Some discussion generated as to the "pros" and "cons" of such a set-aside but in general, it was agreed the idea was visionary. To fund a significant project, an amount of $250,000.00 or more would be required as a set-aside. The committee asked for time to discuss the idea with their rating and ranking policy committees.

> **Motion: Mayor Marchant made a motion to give the policy committee time to discuss the idea of a state-wide set-aside to fund a pilot project with the respective rating and ranking policy committees of each region. Mayor Cooper seconded the motion and the motion carried.**

9. CONSOLIDATED PLAN: The division of Housing & Community Development hired Tightline Community Resources (TCR) as a consultant for the consolidated plan. TCR would provide 4 training sessions beginning on June 21. Other meetings would be on July 19, August 23 and tentatively September 23.

10. NEXT MEETING DATE/ADJOURN: The policy committee meets again on August 28 at the division of Housing & Community Development in Salt Lake City. With no further items of discussion, the meeting ended at approximately 2:30 p.m.